

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
FO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-473-08-4	DATE RECEIVED 12/26/2007
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Offshore Minerals Management			
3 MINOR SUBDIVISION Information Technical Division			
4. NAME OF PERSON WITH WHOM TO CONFER Grace Hawayek	5. TELEPHONE 504.736.2731	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 8 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.

is not required; is attached; or has been requested.

DATE 12/20/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tim B. McManis</i>	TITLE MMS Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See Attached	<p>The Minerals Management Service (MMS) is submitting the attached proposed retention schedules for review and appraisal. The design of each schedule is premised on a functional or "Big Bucket" format in lieu of the traditional organizational format for federal records retention scheduling. The disposition instructions have been developed in correlation with the MMS lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><u>Attachment 1: Proposed Functional Records Retention Schedules (a.k.a "Big Buckets")</u> Each bucket summarizes a unique mission-essential business function and its related processes. The buckets are divided into sub-buckets. The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received, maintained, preserved or ultimately disposed of within the applicable line of business.</p> <p><u>Attachment 2. Sub-Bucket Crosswalks</u> The sub-bucket crosswalk is being submitted for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules - including item numbers, series descriptions and job numbers with the proposed sub-buckets and disposition instructions designated to complement or supersede them</p>	See Attached	Withdrawn 10/20/2008?

Bucket 4 - Mineral Lease Management

Offshore Minerals Management is responsible for leasing submerged Federal lands on the Outer Continental Shelf (OCS) for mineral exploration and development under the provisions of the OCS Lands Act as amended. Included in this responsibility are the coordination, oversight, direction, and supervision of activities supporting the leasing program.

Item Number	Title and Description	Disposition Authority
4(A)	<p>Cadastral & Mapping Aspects.</p> <p>Includes the management of official cadastral descriptions (legal description of land offshore including boundaries). Also covers the creation and analysis of two-dimensional surface maps (e.g., thematic maps).</p>	
4(A)(1)	<p>Base and Thematic Maps: Production and Maintenance.</p> <p>Includes the preparation and manipulations of maps for all of the OCS. The production of maps may be in support of public information, the five year plan, specific lease sales, Environmental Impact Statements, the development of the OCS issues, etc.</p>	
4(A)(1)(a)	<ul style="list-style-type: none"> - Manuscript Maps - Published Base Map Record Set - Graphic Indexes and Finding Aids - Official Protraction Diagrams - Lease Sale Prospect Index Maps - MER Geologic & Engineering Report and Map Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
4(A)(1)(b)	<ul style="list-style-type: none"> - Other Base Map Copies - Field Plats and Lease Maps 	<p>Temporary. Cut off at FY or as determined by record type. Delete/Destroy when superseded, obsolete, rescinded, or no longer needed for decision making or reference purposes.</p>

<p>4(A)(2)</p>	<p>Official Cadastral Descriptions: Production and Maintenance. Includes the development of official protraction diagrams, leasing diagrams, supplemental official OCS block diagrams, specialty block diagrams, and State/Country boundaries. Encompasses both map and textual descriptions.</p>	
<p>4(A)(2)(a)</p>	<ul style="list-style-type: none"> - Official Protraction Diagram (Block and Boundary Maps) 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>

Bucket 4 - Mineral Lease Management

Item Number	Title and Description	Disposition Authority
4(B)	<p>Leasing Program Management.</p> <p>The management of the entire lease sales process from conducting the 5 Year Program activities initially to determining individual lease sale configurations, terms, and conditions for the lease sale. The function includes conducting competitive lease sales and lease issuance.</p>	
4(B)(1)	<p>5-Year Program Plan</p> <p>The analysis and evaluation of the Outer Continental Shelf, including stakeholder consultation that results in the development of a 5 Year Program for lease sales.</p>	
4(B)(1)(a)	<ul style="list-style-type: none"> - Lease Instrument File 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
4(B)(1)(b)	<ul style="list-style-type: none"> - Lease Sale Activity History Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
4(B)(2)	<p>Individual Lease Sales Plan</p> <p>The development of a specific lease sale offering to determine individual lease sale areas of interest, lease terms and other conditions for leases. This process encompasses activities from the Call For Interest to the Final Notice of Sale, including the</p>	

	determination of qualified bidders and the publication of the semi-annual list of restricted joint bidders.	
4(B)(2)(a)	- Environmental Studies Report	Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.
4(B)(2)(b)	- Sale Environmental Impact Statement Files/ Major Environmental Analysis Files - Lease Sale Activity History Files - Environmental Studies Case Files	Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.
4(B)(2)(c)	- Summary Geologic Reports - Block Nomination Files - Sale Environmental Impact Statement Files/ Minor Environmental Analysis Files	Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7 yrs. after cutoff.
4(B)(2)(d)	- Coastal Zone Management	Temporary. Cut off at FY or as determined by record type. Delete/ Destroy when superseded, obsolete, rescinded, or no longer needed for decision making or reference purposes.

<p>4(B)(3)</p>	<p>New Leases: Sale, Preparation, and Execution:</p> <p>The cycle of activities supporting the sale of a specific group of tracts, including bid receipt, bid opening, screening of bids, and issuance of the leases.</p>	
<p>4(B)(3)(a)</p>	<ul style="list-style-type: none"> - Lease Management Project Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
<p>4(B)(3)(b)</p>	<ul style="list-style-type: none"> - Undeveloped Lease Files - Department of State Technical Assistance Files - Negotiated Agreement - Competitive Lease / Sales - Marine Mineral Technology Center Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 25 yrs. after cutoff.</p>
<p>4(B)(3)(c)</p>	<ul style="list-style-type: none"> - International Training Files - State Cooperative Agreements 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 7 yrs. after cutoff.</p>
<p>4(B)(3)(d)</p>	<ul style="list-style-type: none"> - International Cooperative Agreements 	<p>Temporary. Cut off at close of FY. Delete/Destroy 2 yrs. after cutoff.</p>

Bucket 4 - Mineral Lease Management

Item Number	Title and Description	Disposition Authority
4(C)	<p>Leasing Program Administration</p> <p>The oversight of existing leases or aspects of leases to ensure proper legal and economic requirements and qualifications of lessees are met. Ensures financial liability requirements of the laws, regulations, and lease stipulations are met.</p>	
4(C)(1)	<p>Lease Adjudication:</p> <p>The legal alteration of a lease contract and its supporting analysis. This process includes reviews and inputs regarding lessee/operator bankruptcy actions, change of operator requests, lease administration, lease relinquishments, company mergers, name changes, new company qualifications, non-required filings, Fisherman's Contingency Fund Claims, transfer of interest (includes operating rights, pipeline, record title, etc.), and preparation of Adjudication Industry Report.</p>	
4(C)(1)(a)	<ul style="list-style-type: none"> - Lease Management Project Files - Lease History Files - Lease Instrument Files - Plan of Exploration/ Plan of Development - Lease Operations File - Lease Rental, Minimum Royalty, and Royalty File 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
4(C)(1)(b)	<ul style="list-style-type: none"> - Lease Sale Activity History Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>

4(C)(1)(c)	<ul style="list-style-type: none"> - Bond File - Power of Attorney Files - Corporate/Qualification Files 	<p>Temporary. Cut off at FY or as determined by record type. Delete/ Destroy when superseded, obsolete, rescinded, or no longer needed for decision making or reference purposes.</p>
4(C)(2)	<p>Financial Liability Program Management.</p> <p>The review, approval and monitoring of financial instruments. Includes bonds, the oil spill insurance program, performance bonds, and supplemental bonds that guarantee the stakeholder's compliance with all obligations set forth in the contract governing a lease, right-of-way, or development agreement.</p>	
4(C)(2)(a)	<ul style="list-style-type: none"> - Lease Instrument Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
4(C)(2)(b)	<ul style="list-style-type: none"> - Financial Responsibility Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
4(C)(2)(c)	<ul style="list-style-type: none"> - Lease Record History Files 	<p>Temporary. Cut off at FY or as determined by record type. Delete/ Destroy when superseded, obsolete, rescinded, or no longer needed for decision-making or reference purposes.</p>

<p>4(C)(3)</p>	<p>Lease Status Monitoring.</p> <p>The periodic review of a lease status to ensure that the lease is on production, maintained under a suspension, or that activities are being conducted which will hold the lease in the primary or extended term. If lease is not held under these conditions, then the lease is expired, and the lease site is checked to ensure that the sea floor is properly cleared of obstructions. The review of a lease status is also conducted to ensure proper adherence to lease term stipulations and lessee plans, and includes subsequent activities related to ensuring compliance (e.g., expired leases, terminated lease, notice to lessee regarding status).</p>	
<p>4(C)(3)(a)</p>	<ul style="list-style-type: none"> - Lease/Block Cross Reference Card Index File 	<p>Temporary. Cut off at FY or as determined by record type. Delete/ Destroy when superseded, obsolete, rescinded, or no longer needed for decision making or reference purposes.</p>

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-473-08-4 Date sent: 1/24/08 Date received: 1/31/08

Return to sender by: 2/6/08

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
<input checked="" type="checkbox"/> NWME; NWMW; NWMD; NWCS; NWCTC; NWCTM; NWCTF; NWCTB; NWL; NR
Elizabeth Fultz/David Weber <i>Drive</i>
Return to: Cindy Smolovik 1400 John Burgess Rd, Fort Worth, TX 76140 or FAX 817-334-5511

- A. This Job has been sent to: **NWME; NWMW; NWMD; NWCS; NWCTC; NWCTM; NWCTF; NWCTB; NWL; NR**
- B. NR RM general comments on this job:
- C. NR RM wishes assistance in appraising these records:

FOR STAKEHOLDER USE. Check and fill out all parts of the line that applies.

- 1. Waives informal review. ___ wants / ___ does not want to receive completed job.
- 2. Wishes to review appraisal report. wants / ___ does not want to receive completed job.
- 3. Wishes to participate directly in the appraisal of the entire job or the following selected items. _____ . SHU point of contact for appraisal is _____ - phone no. _____ .

SHU comments. [Use this space or attach separate sheet]

Date Sent 2-12-08 SHU Signature Laura Mettala for David Weber, NR

NR RM Unit Contact: Cindy Smolovik	Location: NRF 817-334-5511 or 1400 John Burgess Rd , Ft Worth, TX <i>76017 76140</i> Phone No.: 1-5920
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